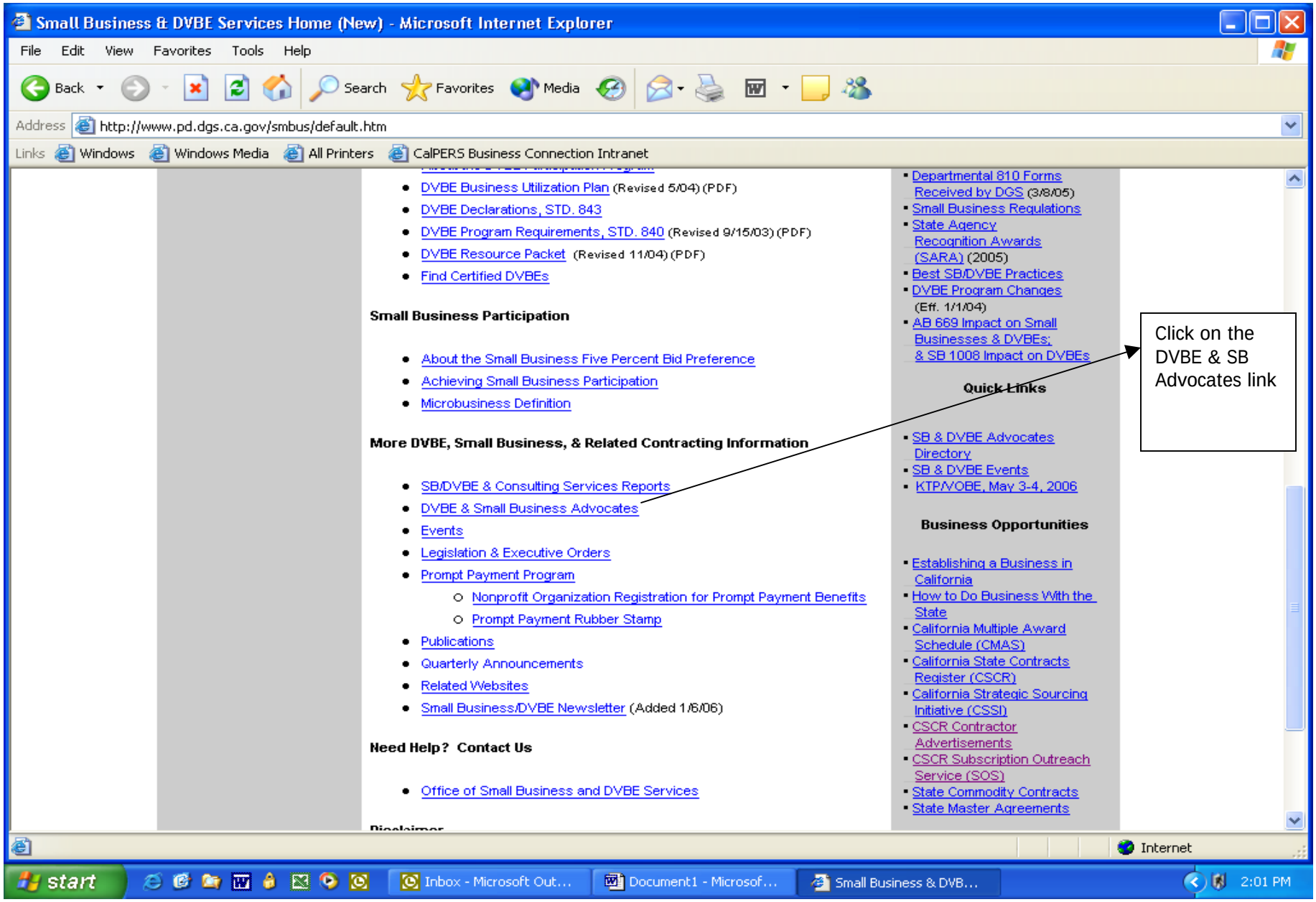
CHAPTER IX. WEBSITES

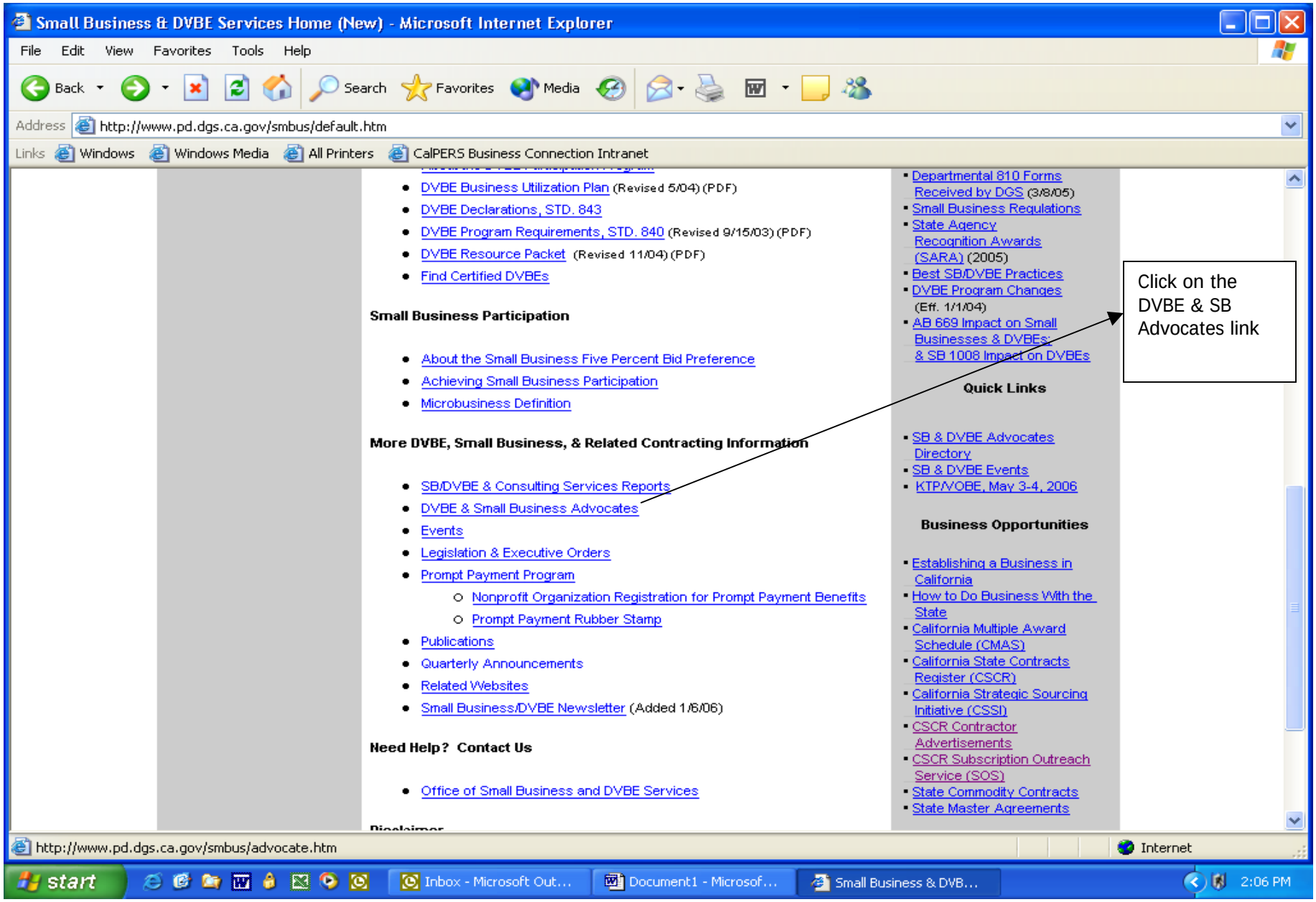
This chapter explains how to navigate through the DGS, Procurement Division, Office of Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Services website. This chapter provides step-by-step instructions on how to search for and locate Small Businesses, Micro Businesses and DVBEs within the state. Instructions are also provided for how to verify the status of a SB and/or DVBE, how to download a list of vendors and e-blast a message to vendors in the database.

In additional, this website will get the advocate on the path to developing an **INTRANET** website for its procurement personnel if one that does not already exist. Such a website can very be a great tool for a large department with many decentralized procurement centers. When building your Intranet site also refer to the internal training section in Chapter 7.

Registering as an advocate or updating information

04.12.06 add


Small Business & DVBE Services Home (New) - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://www.pd.dgs.ca.gov/smbus/default.htm
Links Windows Windows Media All Printers CalPERS Business Connection Intranet
DVBE Business Utilization Plan (Revised 5/04) (PDF)
DVBE Declarations, STD. 843
DVBE Program Requirements, STD. 840 (Revised 9/15/03) (PDF)
DVBE Resource Packet (Revised 11/04) (PDF)
Find Certified DVBEs
Small Business Participation
About the Small Business Five Percent Bid Preference
Achieving Small Business Participation
Microbusiness Definition
More DVBE, Small Business, & Related Contracting Information
SB/DVBE & Consulting Services Reports
DVBE & Small Business Advocates
Events
Legislation & Executive Orders
Prompt Payment Program
Nonprofit Organization Registration for Prompt Payment Benefits
Prompt Payment Rubber Stamp
Publications
Quarterly Announcements
Related Websites
Small Business/DVBE Newsletter (Added 1/6/06)
Need Help? Contact Us
Office of Small Business and DVBE Services
Departmental 810 Forms Received by DGS (3/8/05)
Small Business Regulations
State Agency Recognition Awards (SARA) (2005)
Best SB/DVBE Practices
DVBE Program Changes (Eff. 1/1/04)
AB 669 Impact on Small Businesses & DVBEs; & SB 1008 Impact on DVBEs
Quick Links
SB & DVBE Advocates Directory
SB & DVBE Events
KTP/VOBE, May 3-4, 2006
Business Opportunities
Establishing a Business in California
How to Do Business With the State
California Multiple Award Schedule (CMAS)
California State Contracts Register (CSCR)
California Strategic Sourcing Initiative (CSSI)
CSCR Contractor Advertisements
CSCR Subscription Outreach Service (SOS)
State Commodity Contracts
State Master Agreements
Internet
start
Inbox - Microsoft Out...
Document1 - Microsof...
Small Business & DVB...
2:01 PM
Click on the DVBE & SB Advocates link


Small Business & DVBE Services Home (New) - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://www.pd.dgs.ca.gov/smbus/default.htm
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DVBE Business Utilization Plan (Revised 5/04) (PDF)
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DVBE Resource Packet (Revised 11/04) (PDF)
Find Certified DVBEs
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AB 669 Impact on Small Businesses & DVBEs; & SB 1008 Impact on DVBEs
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Business Opportunities
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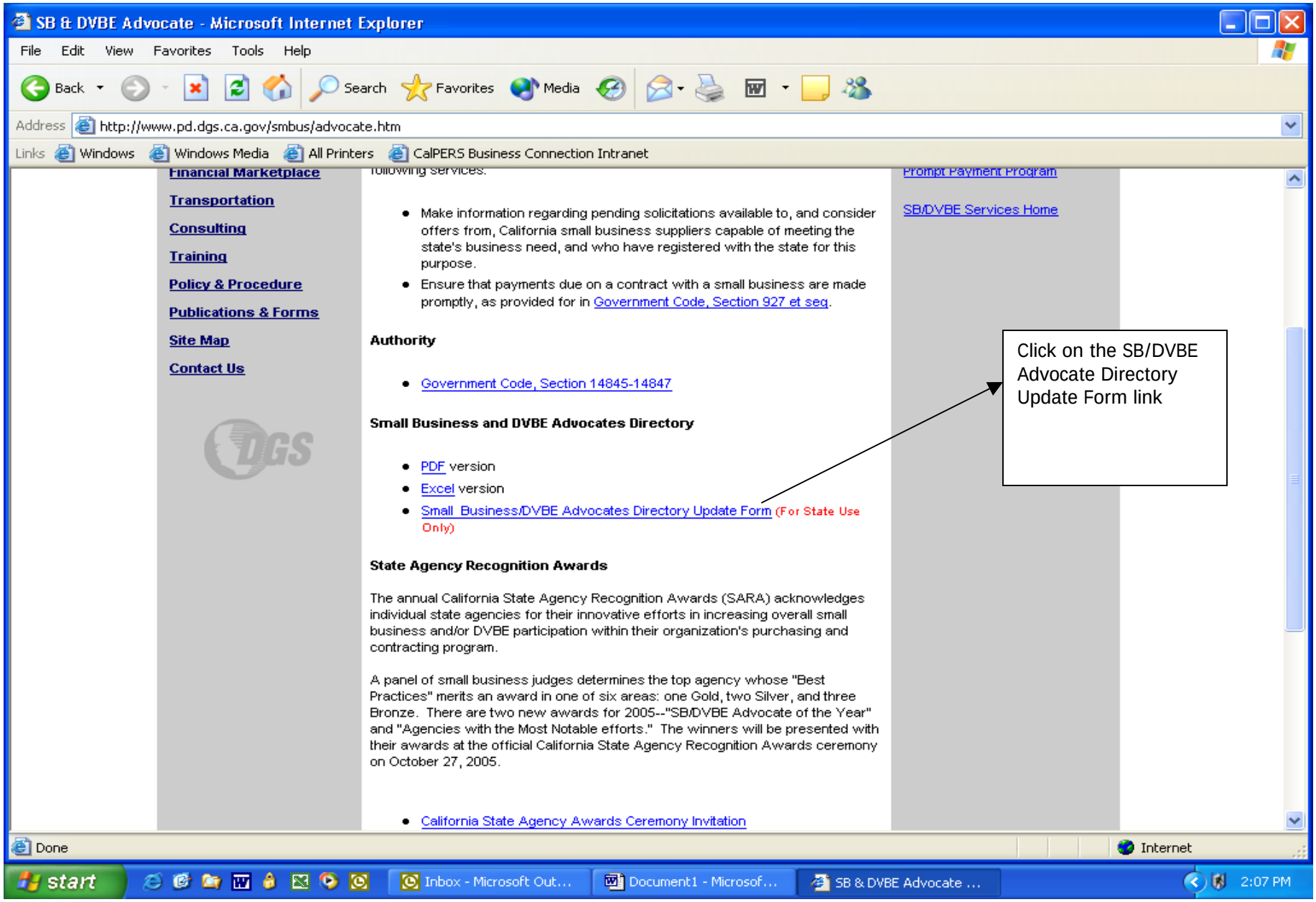
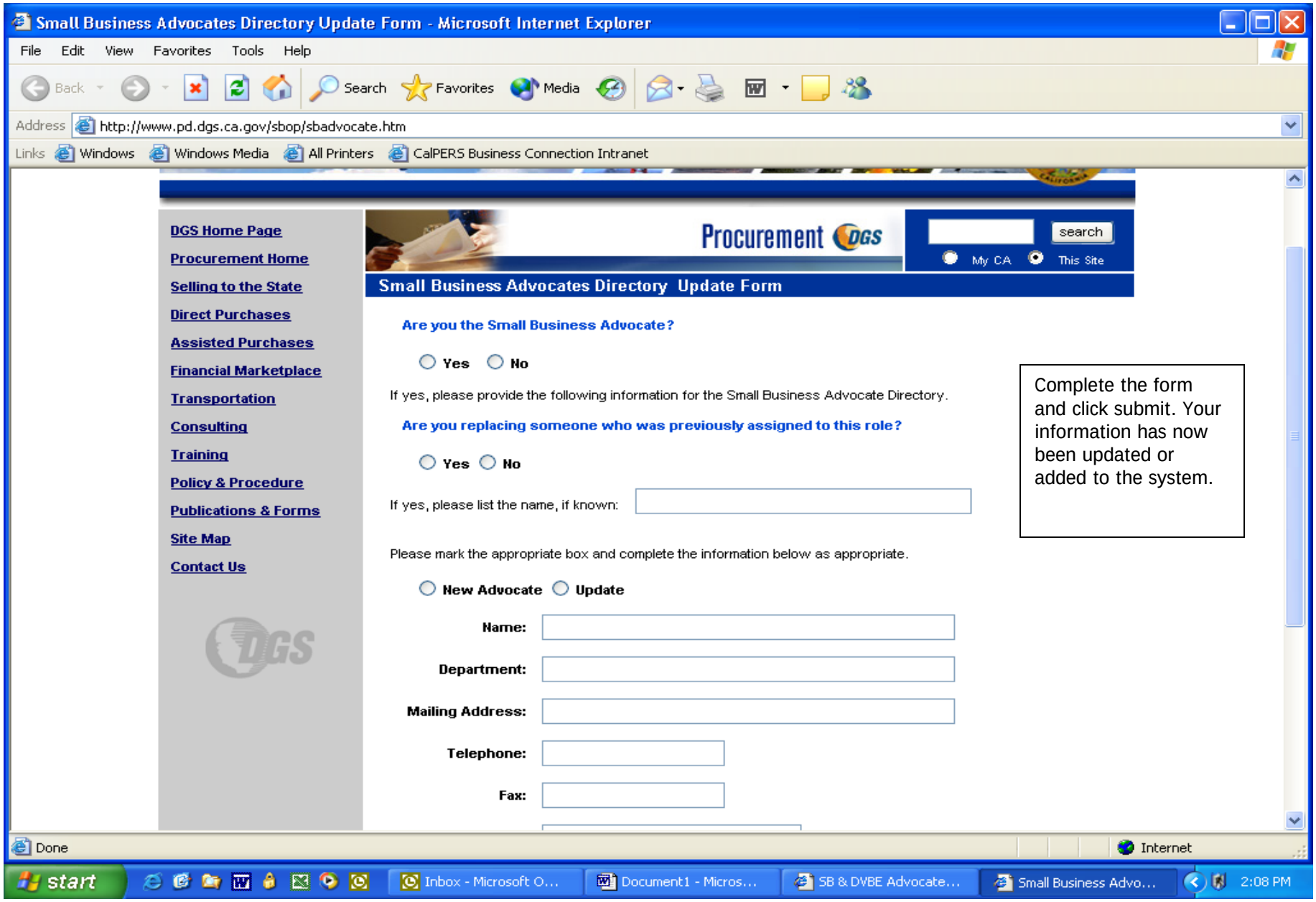
CSCR Contractor Advertisements
CSCR Subscription Outreach Service (SOS)
State Commodity Contracts
State Master Agreements
Click on the DVBE & SB Advocates link
http://www.pd.dgs.ca.gov/smbus/advocate.htm
Internet
start
Inbox - Microsoft Out...
Document1 - Microsof...
Small Business & DVB...
2:06 PM


SB & DVBE Advocate - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://www.pd.dgs.ca.gov/smbus/advocate.htm
Links Windows Windows Media All Printers CalPERS Business Connection Intranet
Financial Marketplace
Transportation
Consulting
Training
Policy & Procedure
Publications & Forms
Site Map
Contact Us
following services:
Make information regarding pending solicitations available to, and consider offers from, California small business suppliers capable of meeting the state's business need, and who have registered with the state for this purpose.
Ensure that payments due on a contract with a small business are made promptly, as provided for in Government Code, Section 927 et seq.
Authority
Government Code, Section 14845-14847
Small Business and DVBE Advocates Directory
PDF version
Excel version
Small Business/DVBE Advocates Directory Update Form (For State Use Only)
State Agency Recognition Awards
The annual California State Agency Recognition Awards (SARA) acknowledges individual state agencies for their innovative efforts in increasing overall small business and/or DVBE participation within their organization's purchasing and contracting program.
A panel of small business judges determines the top agency whose "Best Practices" merits an award in one of six areas: one Gold, two Silver, and three Bronze. There are two new awards for 2005--"SB/DVBE Advocate of the Year" and "Agencies with the Most Notable efforts." The winners will be presented with their awards at the official California State Agency Recognition Awards ceremony on October 27, 2005.
California State Agency Awards Ceremony Invitation
Prompt Payment Program
SB/DVBE Services Home
Click on the SB/DVBE Advocate Directory Update Form link
Done
Internet
start
Inbox - Microsoft Out...
Document1 - Microsof...
SB & DVBE Advocate ...
2:07 PM



Complete the form and click submit. Your information has now been updated or added to the system.

DGS Contact Information

DGS Procurement Division Homepage:

- http://www.pd.dgs.ca.gov

California Strategic Sourcing Initiative:

Here are contract manager contacts:

- http://www.pd.dgs.ca.gov/StratSourcing/ContractContacts.htm .

For CSSI Reports

- http://www.documents.dgs.ca.gov/pd/strategic/CSSIContractsSB-DVBEContacts.pd

Certification Compliance Issues:

Contact: Gloria Anderson
Phone: (916) 375-4936
Email: gloria.anderson <mailto:gloria.anderson@dgs.ca.gov>@dgs.ca.gov <mailto:osdchelp@dgs.ca.gov>

Contracting Activity Report:

Contracting Activity Reports

- Small Business, Micro-business, and DVBE Contracting Activity Report
- Consulting Services Contract Report
- Ethnicity, Race, Gender, Women, Minority & DVBE Report

Contact: Ron Wright
Email: ron.wright@dgs.ca.gov <mailto:ron.wright@dgs.ca.gov>
Phone: (916) 375-4943

Compliance regarding contracts, including DVBE enforcement:

- http://www.pd.dgs.ca.gov/disputes/default.htm then there's a link for "contact us".

SB/DVBE Advocate Webpage:

- http://www.pd.dgs.ca.gov/smbus/advocate.htm#sdad

Information on how to do business with the state:

- http://www.pd.dgs.ca.gov/sell/default.htm

Benefits & eligibility requirements of SB certification:

- http://www.pd.dgs.ca.gov/smbus/sbcert.htm

Benefits & eligibility requirements of DVBE certification:

- http://www.pd.dgs.ca.gov/smbus/dvbecert.htm

California State Contracts Register:

- https://www.cscr.dgs.ca.gov/cscr/

Links to California SB and DVBE services:

- http://www.pd.dgs.ca.gov/smbus/default.htm

Links to other state, federal, county and non-governmental websites (SB Development Centers & DVBE Organizations):

- http://www.pd.dgs.ca.gov/smbus/relatedsites.htm#federal

Sample E-Mail Responses To Suppliers & Contractors

NOTE TO ADVOCATES: These are **SAMPLE** e-mail responses to suppliers and/or contractors. Since each Department/Agency is structured differently (centralized vs. decentralized), modification to this language will be necessary in order to meet your organizational needs.

FOR NON-IT GOODS & SERVICES

Thank you for your interest in doing business with ***Your Department's Name!***

***Our purchasing of goods and contracting for services is decentralized, so you are welcome to send your business information to our various offices statewide.

For a listing of our district offices, check out our department's Small Business & DVBE website at: www.yourdepartment.ca.gov. Under "Business Opportunities" click on "Small Business & DVBE.", you will find our district office addresses, as well as other small business & DVBE information.

***I attached a listing of our District Administrative Chiefs. If your company sells goods or contracts for services they can direct you to their purchasing staff or contracting official at their district office.

If your company is interested in state contracting opportunities, the **California State Contracts Register (CSCR)** is a great resource that lists ads for all **strategically sourced contracting opportunities**, plus other services and construction contracts over $5,000, commodity contracts valued at more than $25,000, and IT goods contracts valued at more than $100,000. Go to www.cscr.dgs.ca.gov/cscr

If you are interested in automatically receiving contracting opportunity advertisements from the CSCR to your desktop or fax, register on-line with the **Department of General Services (DGS) Subscription Outreach Service (SOS)**. Spend your time responding to bidding opportunities instead of searching for them! For more information go to: www.cscr.dgs.ca.gov/cscr/sosdesc.asp

***Find out about the new California Strategic Sourcing Initiative (CSSI) contracting opportunities.** Basically Strategic Sourcing is a way to achieve savings by consolidating, renegotiating and automating state contracts. **There are new opportunities for small businesses and DVBEs** to attend partnering workshops that coincide with Strategic Sourcing bidders' conferences. Find a calendar of CSSI events and announcements at: www.pd.dgs.ca.gov/StratSourcing/statusreports

***Subscribe to the CSSI Website update service**. This information notifies you, via e-mail, whenever the CSSI Website is updated with critical information. To register for this free service, go to: www.pd.dgs.ca.gov/StratSourcing/statusreports

If you need further information or assistance, please let me know at your convenience. Again, thank you for your interest in doing business with *Your Department's Name!*

FOR IT-GOODS & SERVICES

Thank you for doing business with ***Your Department's Name!***

***The purchasing of goods and contracting for services for our department is decentralized. If your company is interested in seeking IT contracting opportunities for goods and services, please see the attached listing of our Department's

Information Technology Contracts: You are welcome to contact them directly to find out what our IT needs are and if there are any IT projects that are in the works.

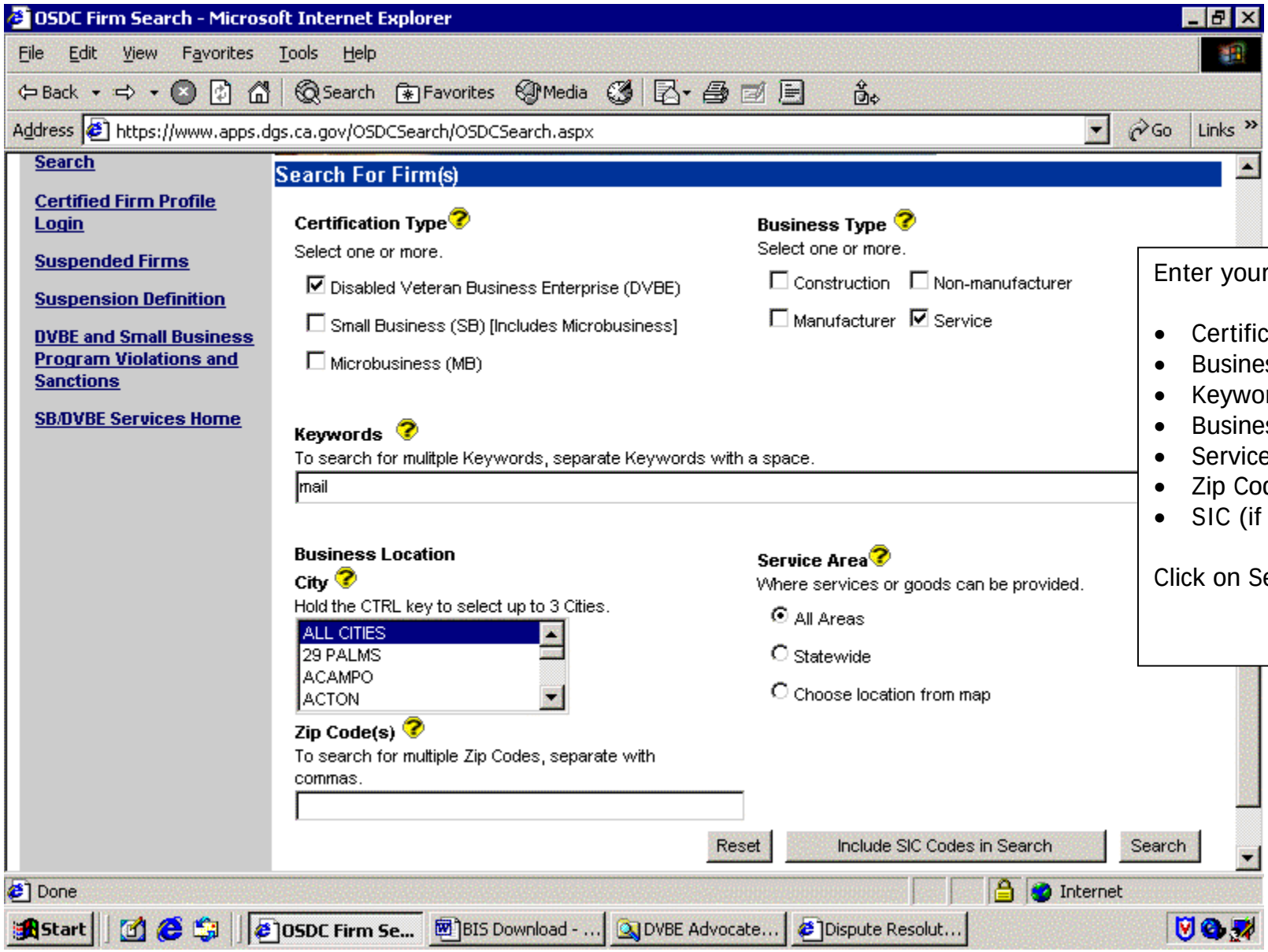
If your company is interested in state contracting opportunities, the **California State Contracts Register (CSCR)** is a great resource that lists adds for all **strategically sourced contracting opportunities**, plus other services and construction contracts over $5,000, commodity contracts valued at more than $25,000, and IT goods contracts at more than $100,000. Go to www.cscr.dgs.ca.gov/cscr

IF you are interested in automatically receiving contracting opportunity advertisements from the CSCR to your desktop or fax, register on-line with the **Department of General Services (DGS) Subscription Outreach Service (SOS)**. Spend you time responding to bidding opportunities instead of searching for them! For more information go to: www.cscr.dgs.ca.gov/cscr/sosdesc.asp

***Find out about the new California Strategic Sourcing Initiative (CSSI)** Contracting opportunities. Basically, Strategic Sourcing is a way to achieve savings by consolidating, renegotiating and automating state contracts. **There are new opportunities for small business and DVBE's** to attend partnering workshops that coincide with Strategic Sourcing bidders' conferences. Find a calendar of CSSI events and announcements at: www.pd.dgs.ca.gov/StratSourcing/statusreports

***Subscribe to the CSSI Website update service.** This section notifies you, via e-mail, whenever the CSSI website is updated with critical information. To register for this free service, go to: www.pd.dgs.ca.gov/StratSourcing/statusreports

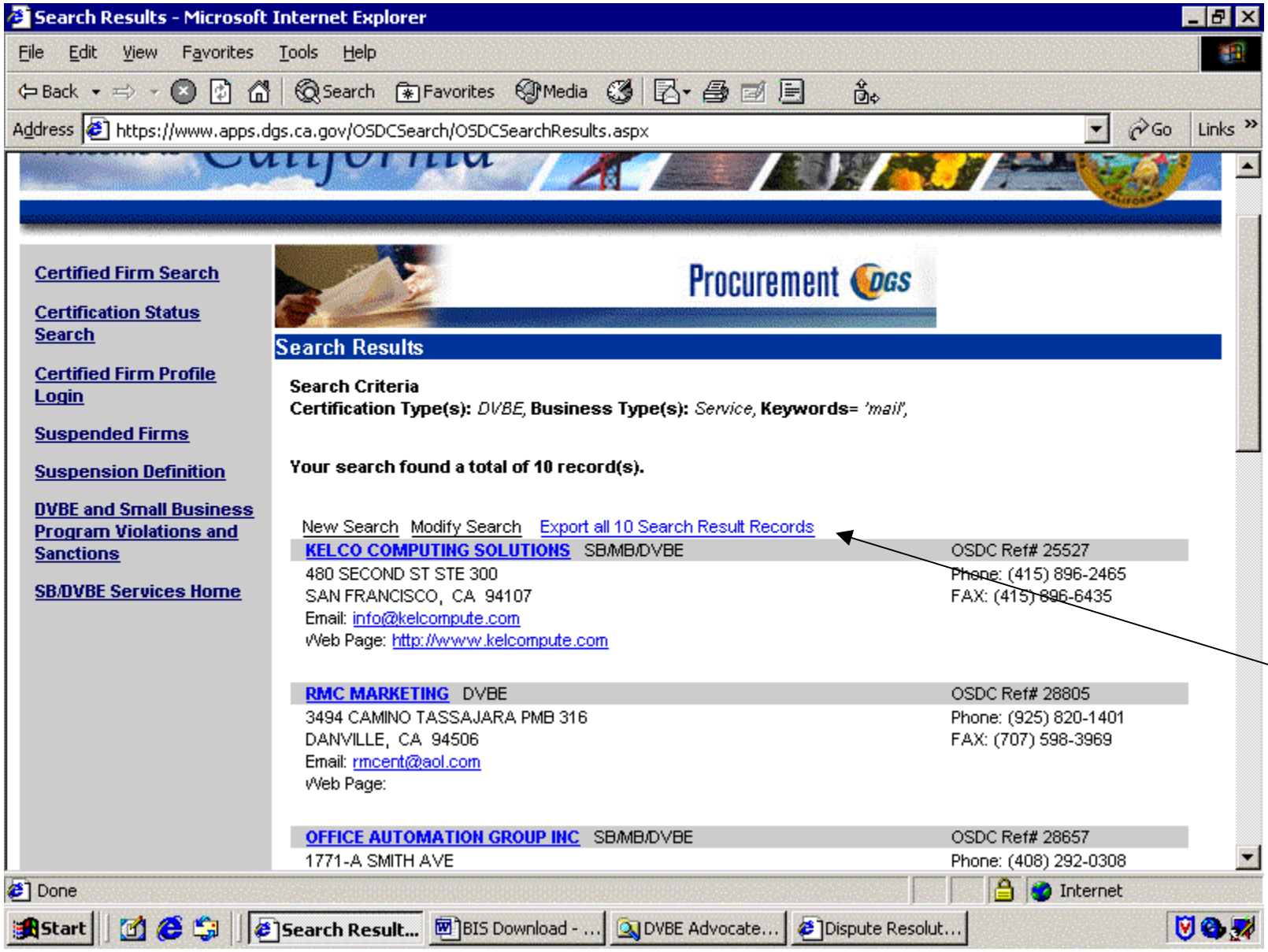
If you need further information or assistance, please let me know at your convenience. Again, thank you for your interest in doing business with *Your Department's Name!*



Enter your search criteria

- Certification Type
- Business Type
- Keywords (if applicable)
- Business Location
- Service Area
- Zip Code
- SIC (if applicable)

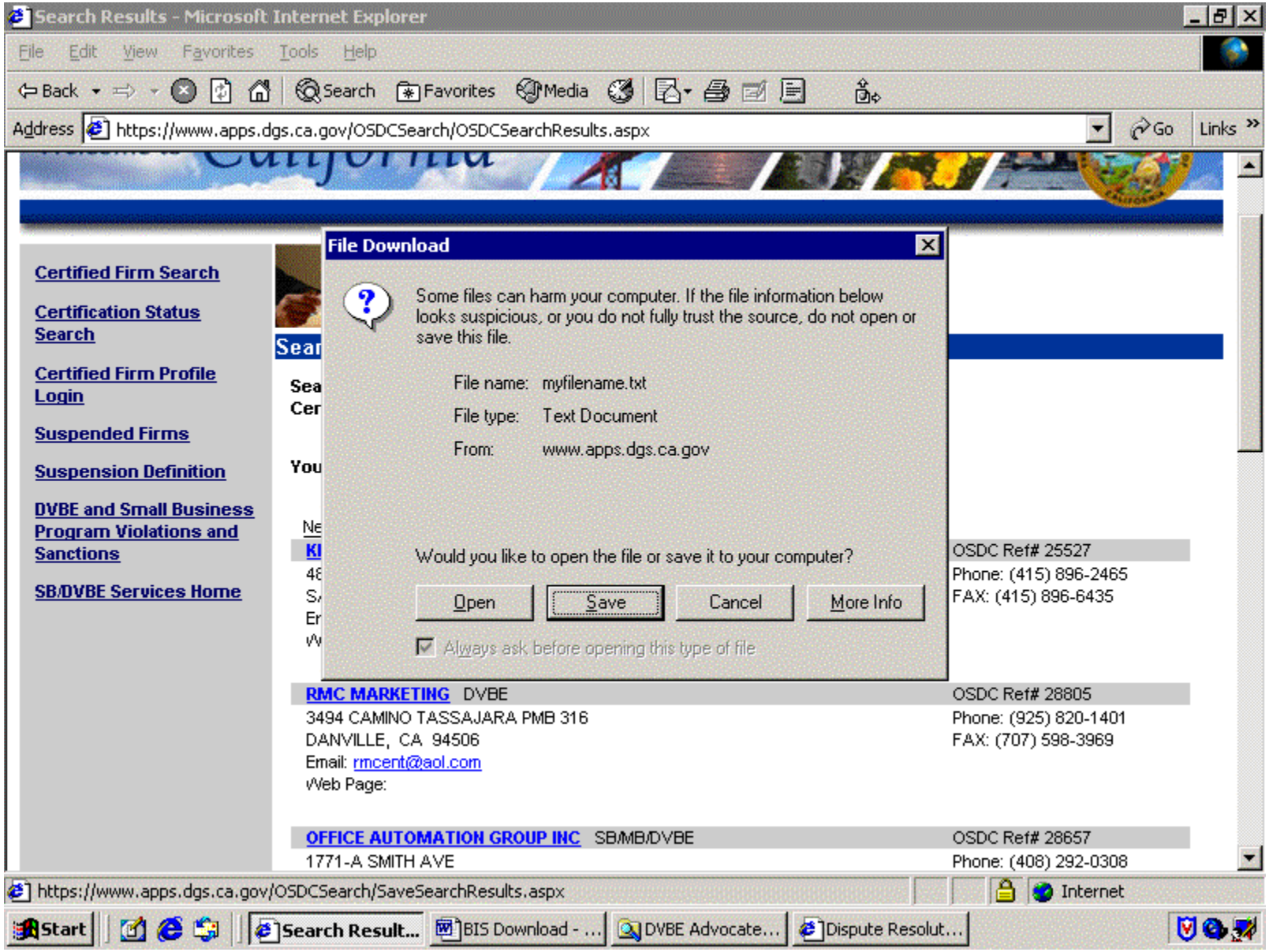
Click on Search



Your results will appear.

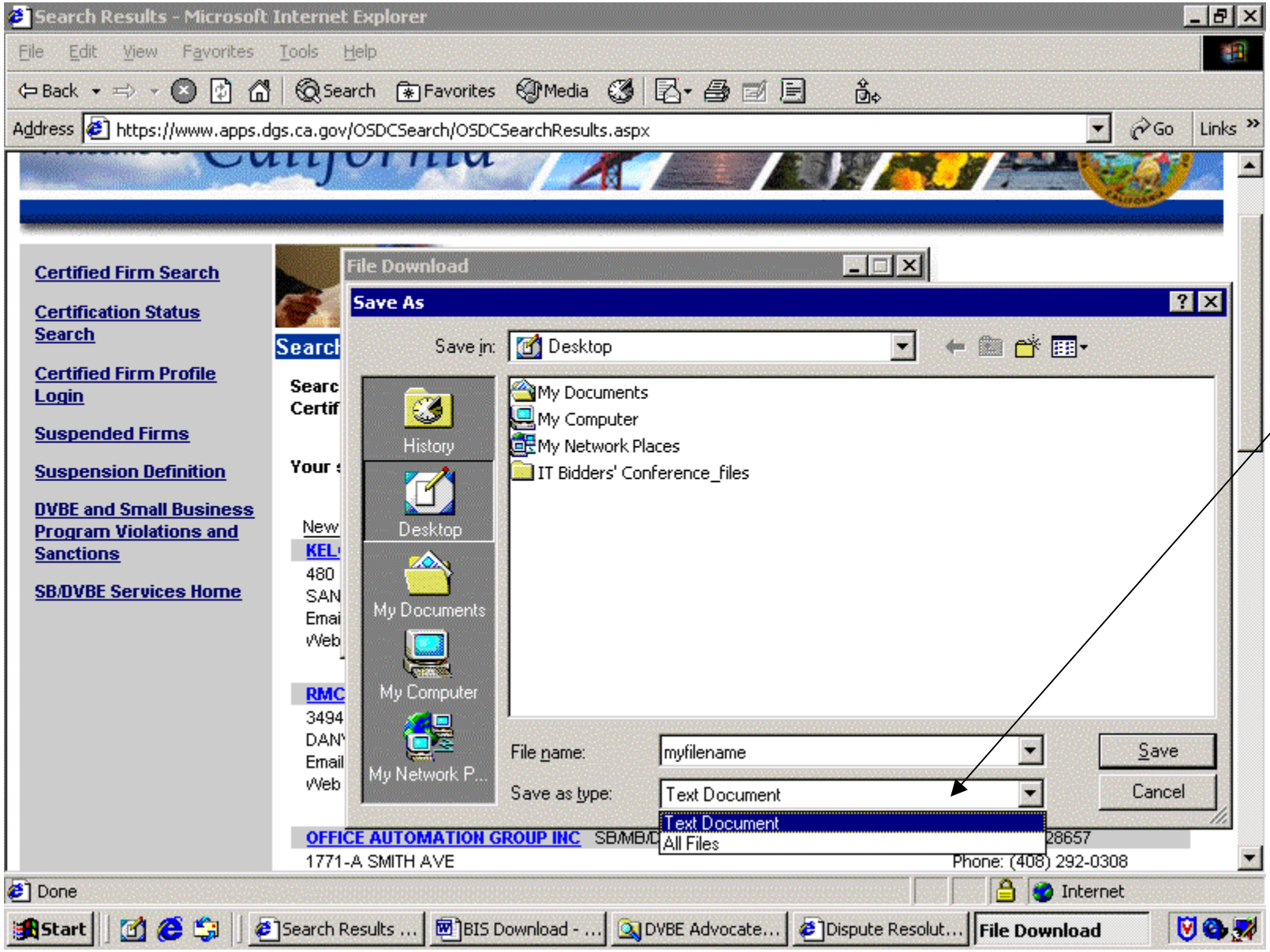
Click on “Export all __ Search Result Records”

10.18.05 ljo



You'll receive this prompt

Click on "Save"



Change the file type as “All Files”

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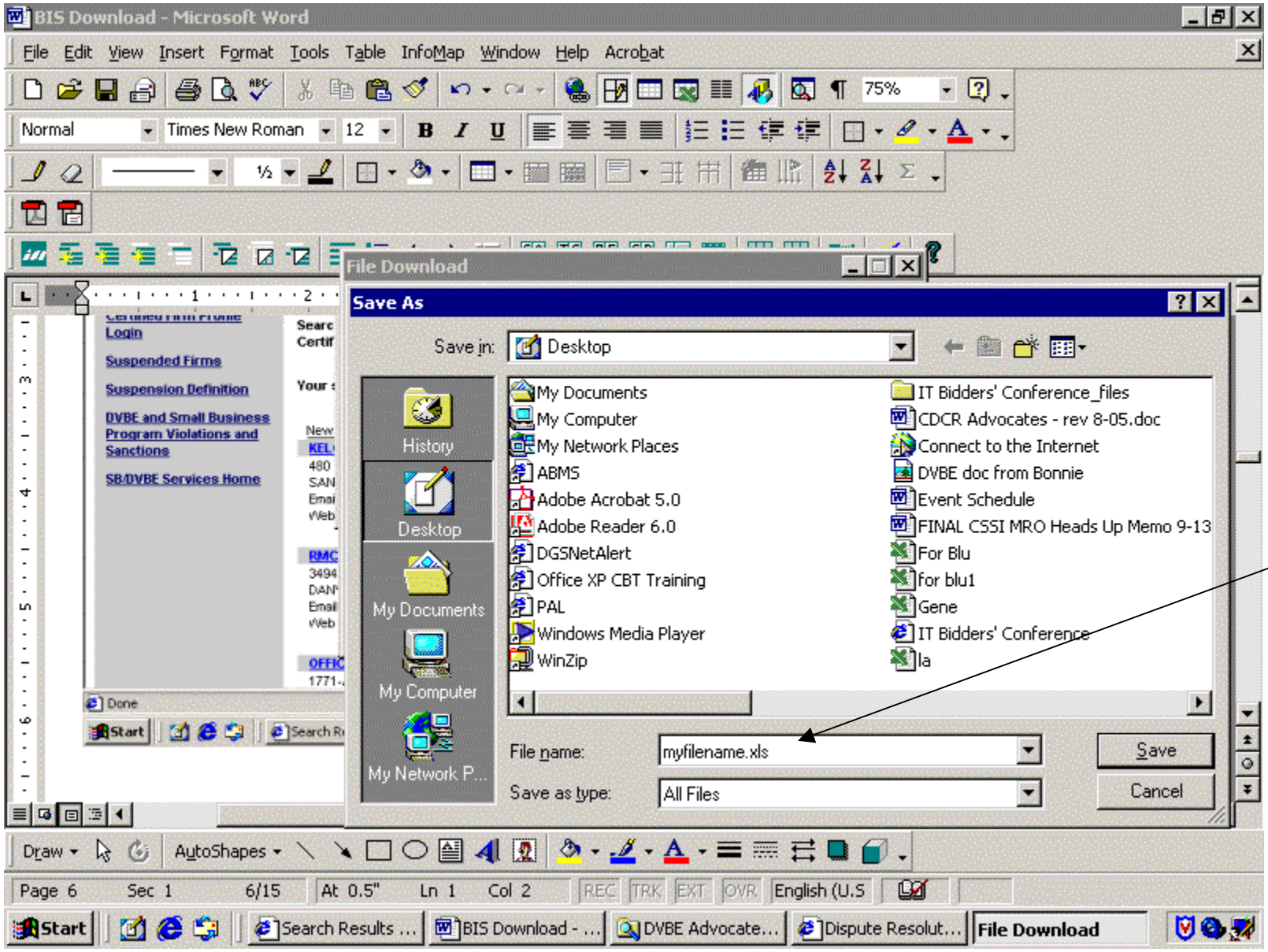
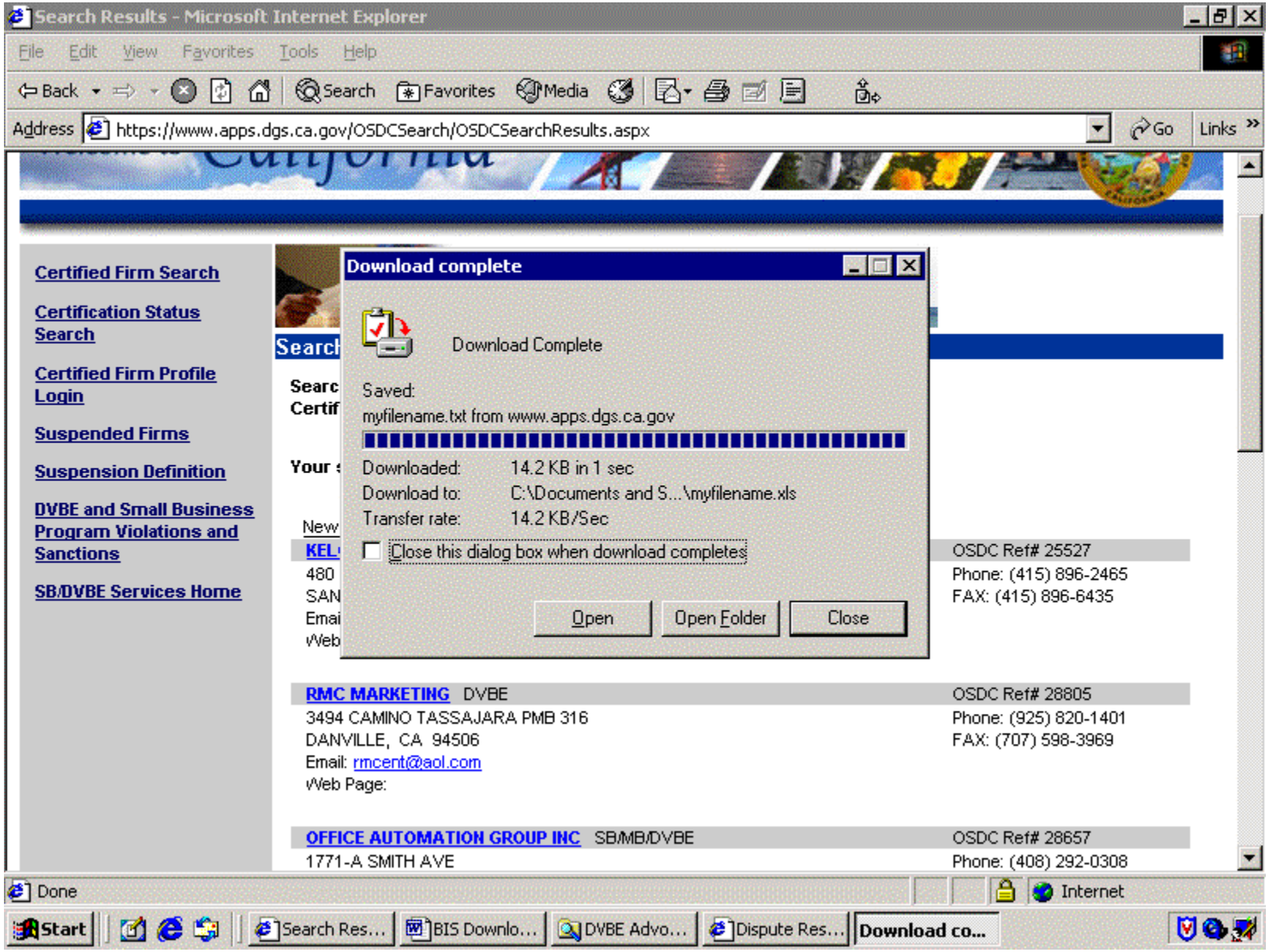


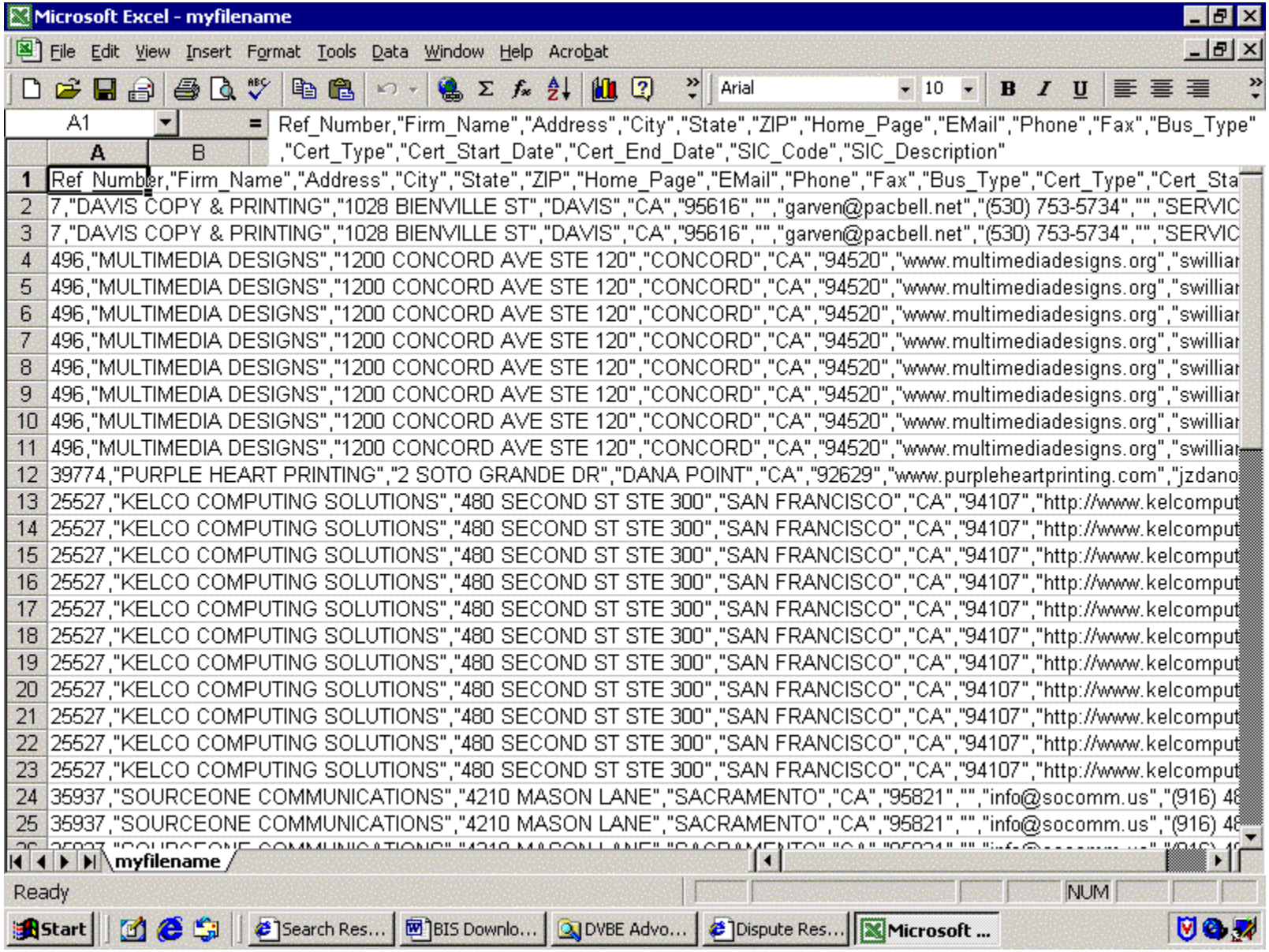
Add the extension for excel to the file name ".xls""

And click on "Save"

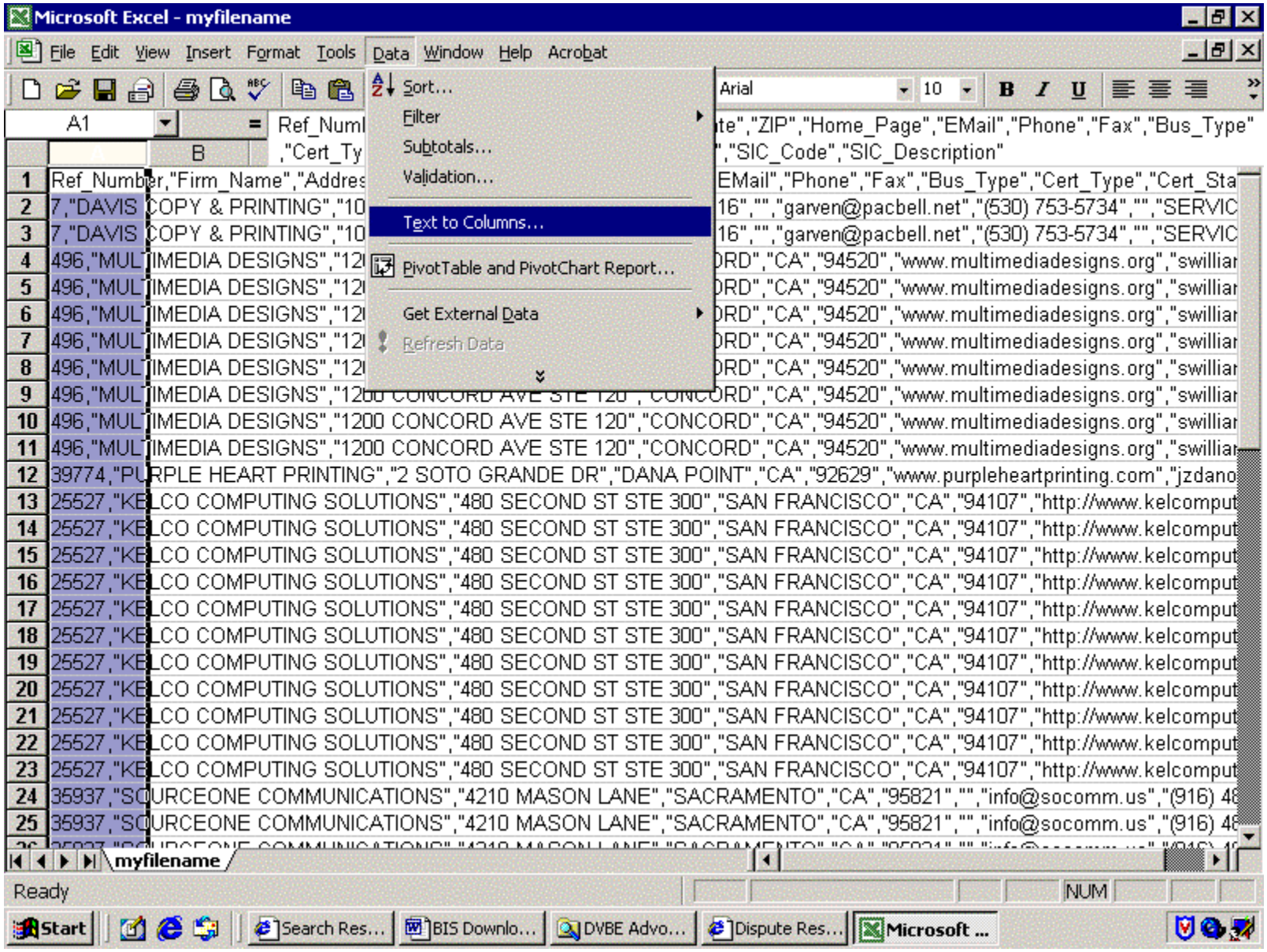


You will receive this message.

Click on “Open”



You'll open the excel spreadsheet.



Highlight the first row, go to "Data on your toolbar and select "Text to Columns""

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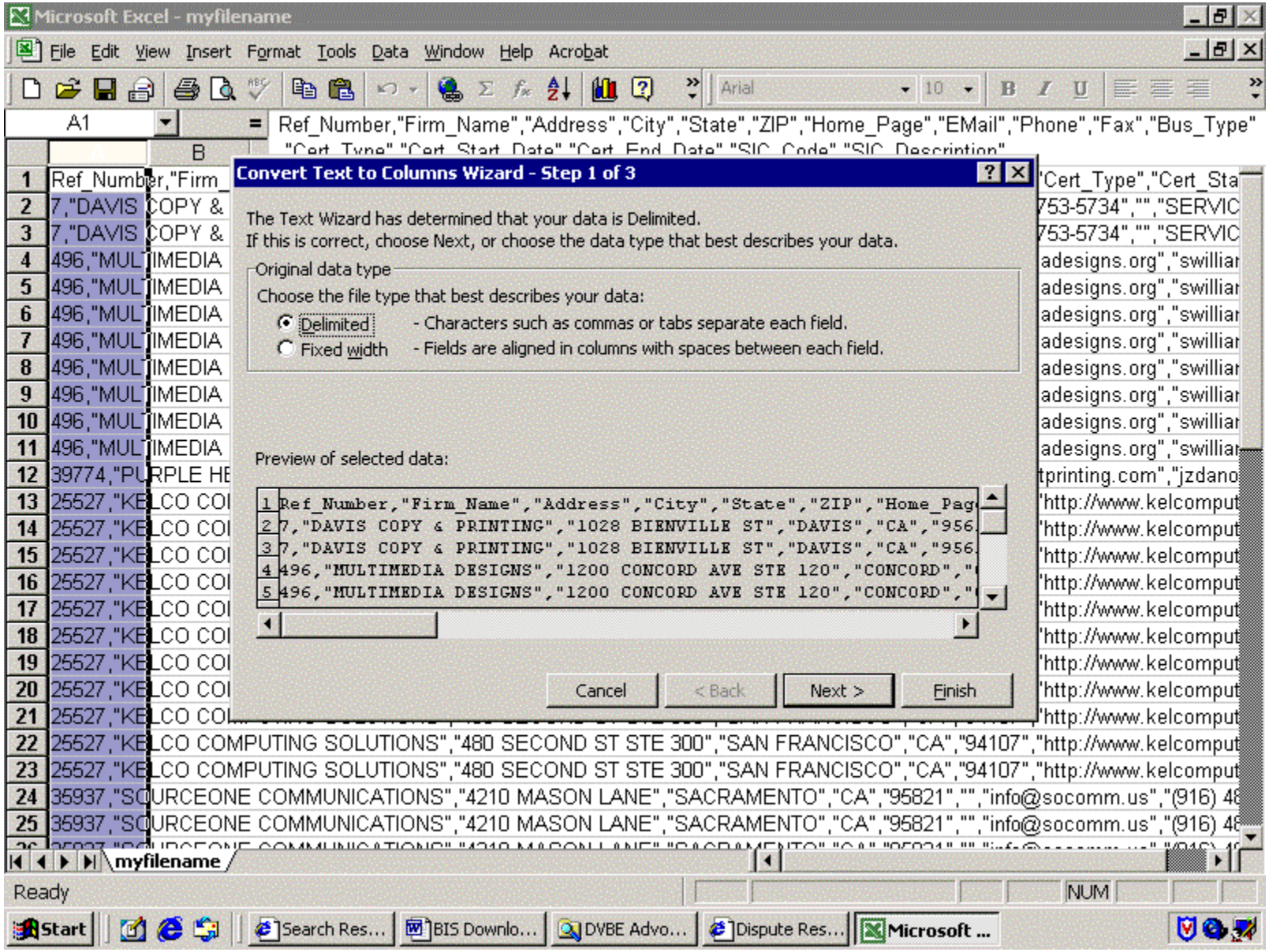
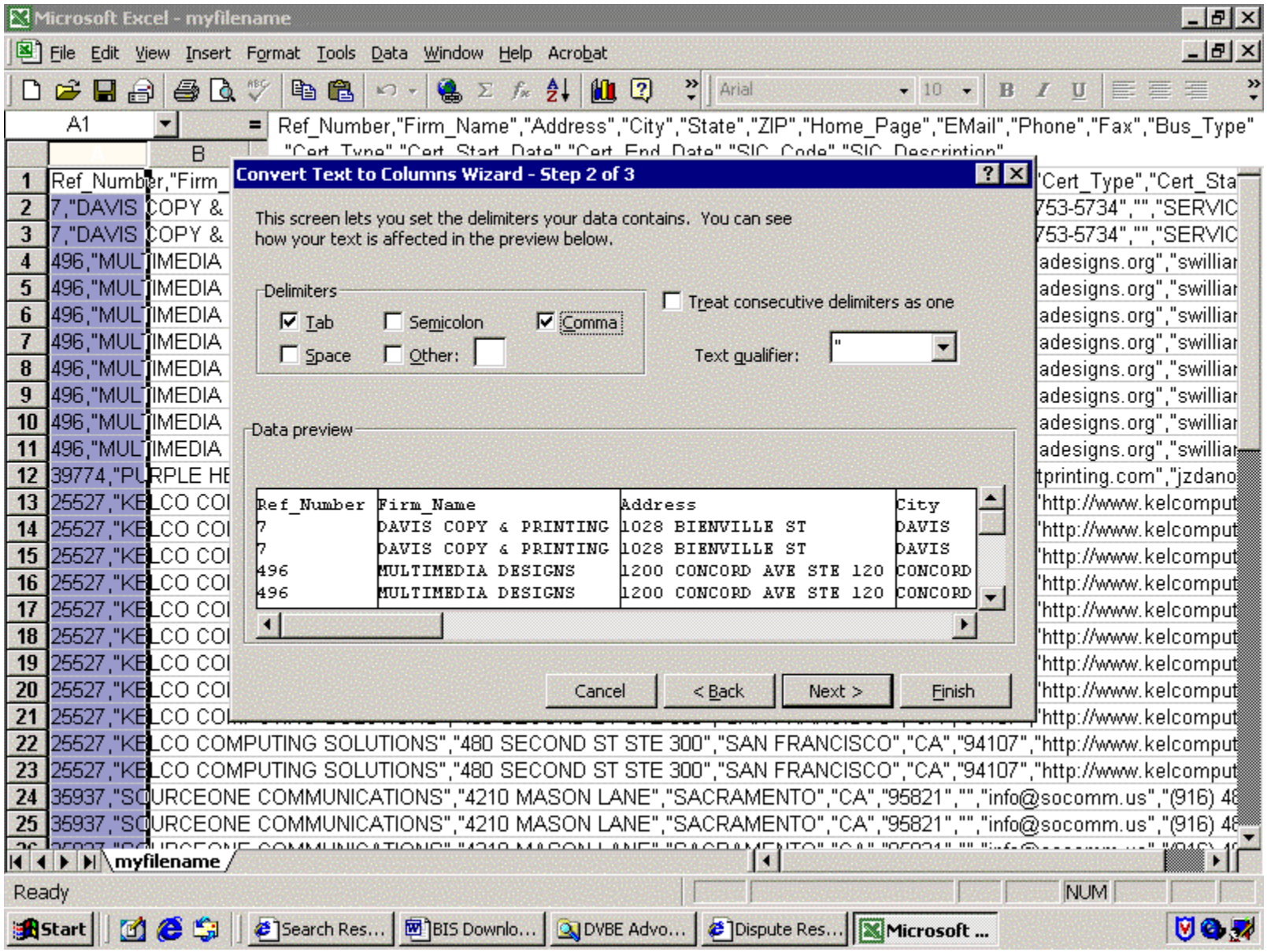
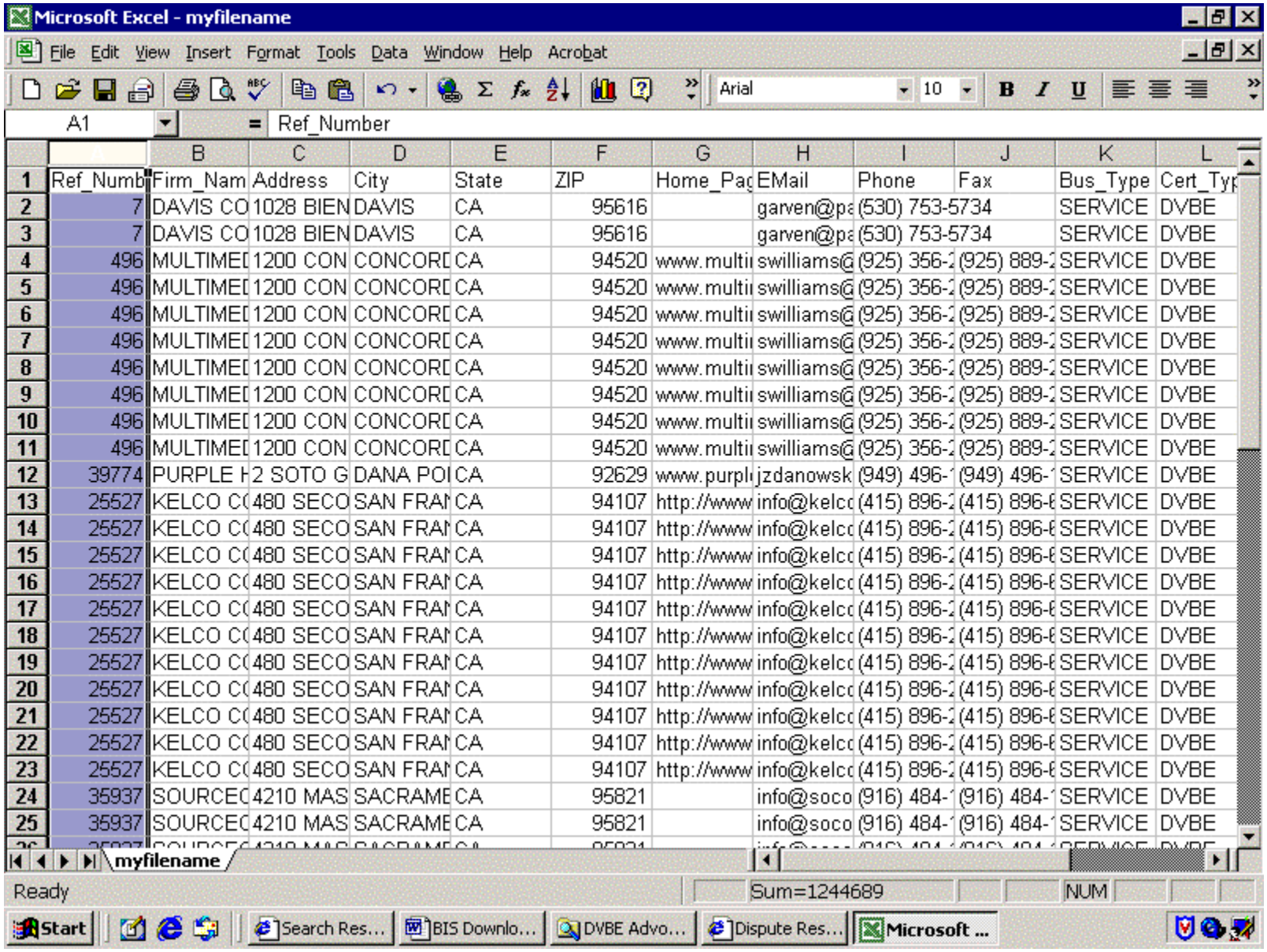


When you receive this prompt, click the "Next" button



Select the "Comma" box and select "Finish"



	A	B	C	D	E	F	G	H	I	J	K	L
1	Ref_Numb	Firm_Nam	Address	City	State	ZIP	Home_Pag	EMail	Phone	Fax	Bus_Type	Cert_Typ
2	7	DAVIS CO	1028 BIEN	DAVIS	CA	95616		garven@pa	(530) 753-5734		SERVICE	DVBE
3	7	DAVIS CO	1028 BIEN	DAVIS	CA	95616		garven@pa	(530) 753-5734		SERVICE	DVBE
4	496	MULTIMEI	1200 CON	CONCORI	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
5	496	MULTIMEI	1200 CON	CONCORI	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
6	496	MULTIMEI	1200 CON	CONCORI	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
7	496	MULTIMEI	1200 CON	CONCORI	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
8	496	MULTIMEI	1200 CON	CONCORI	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
9	496	MULTIMEI	1200 CON	CONCORI	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
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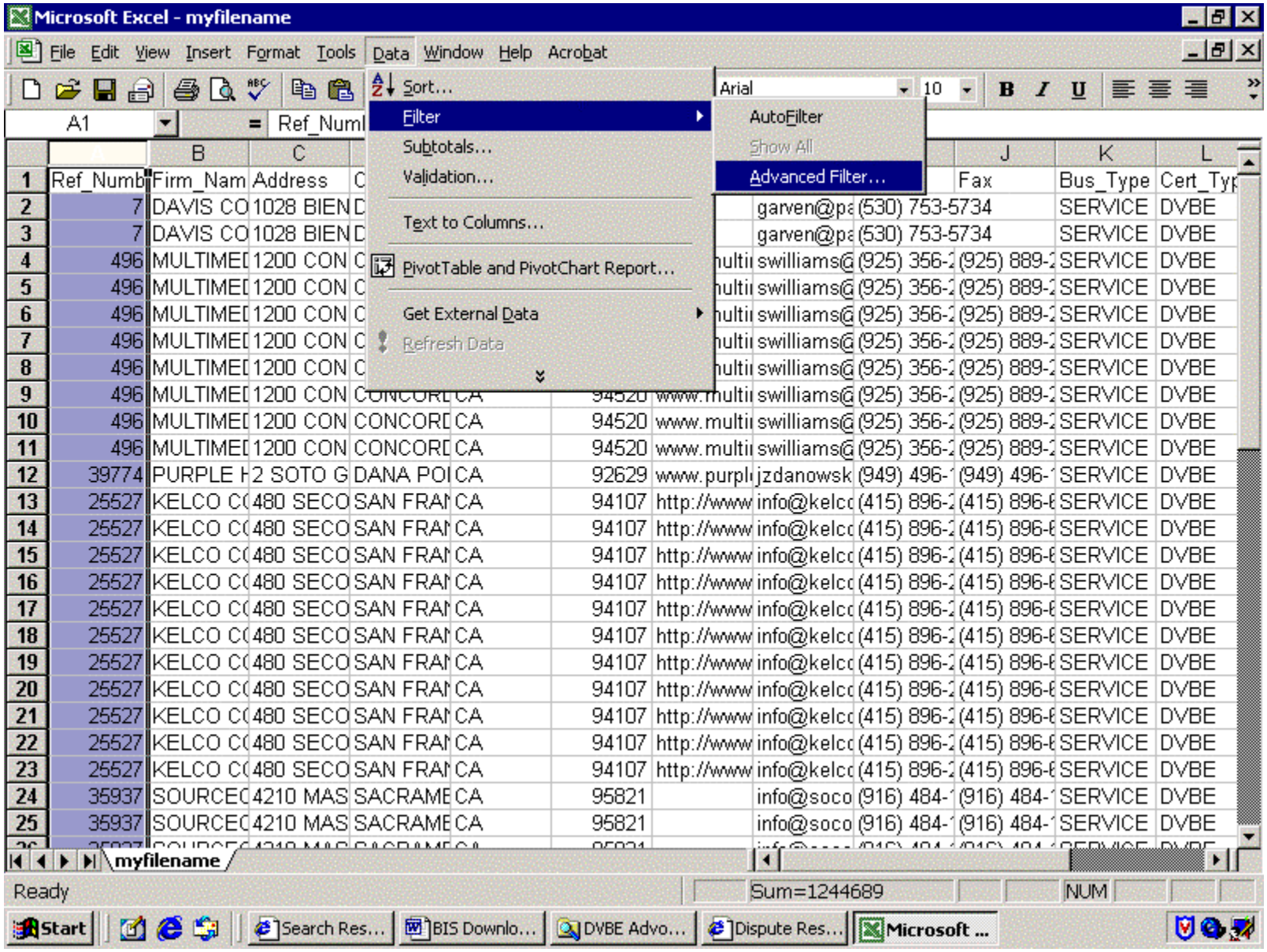
13	25527	KELCO C(	480 SECO	SAN FRAI	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
14	25527	KELCO C(	480 SECO	SAN FRAI	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
15	25527	KELCO C(	480 SECO	SAN FRAI	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
16	25527	KELCO C(	480 SECO	SAN FRAI	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
17	25527	KELCO C(	480 SECO	SAN FRAI	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
18	25527	KELCO C(	480 SECO	SAN FRAI	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
19	25527	KELCO C(	480 SECO	SAN FRAI	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
20	25527	KELCO C(	480 SECO	SAN FRAI	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
21	25527	KELCO C(	480 SECO	SAN FRAI	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
22	25527	KELCO C(	480 SECO	SAN FRAI	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
23	25527	KELCO C(	480 SECO	SAN FRAI	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
24	35937	SOURCEC	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-1	(916) 484-1	SERVICE	DVBE
25	35937	SOURCEC	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-1	(916) 484-1	SERVICE	DVBE

Your results should be converted.



Highlight the first row, and select "Data" and "Advanced filter" from your toolbar.

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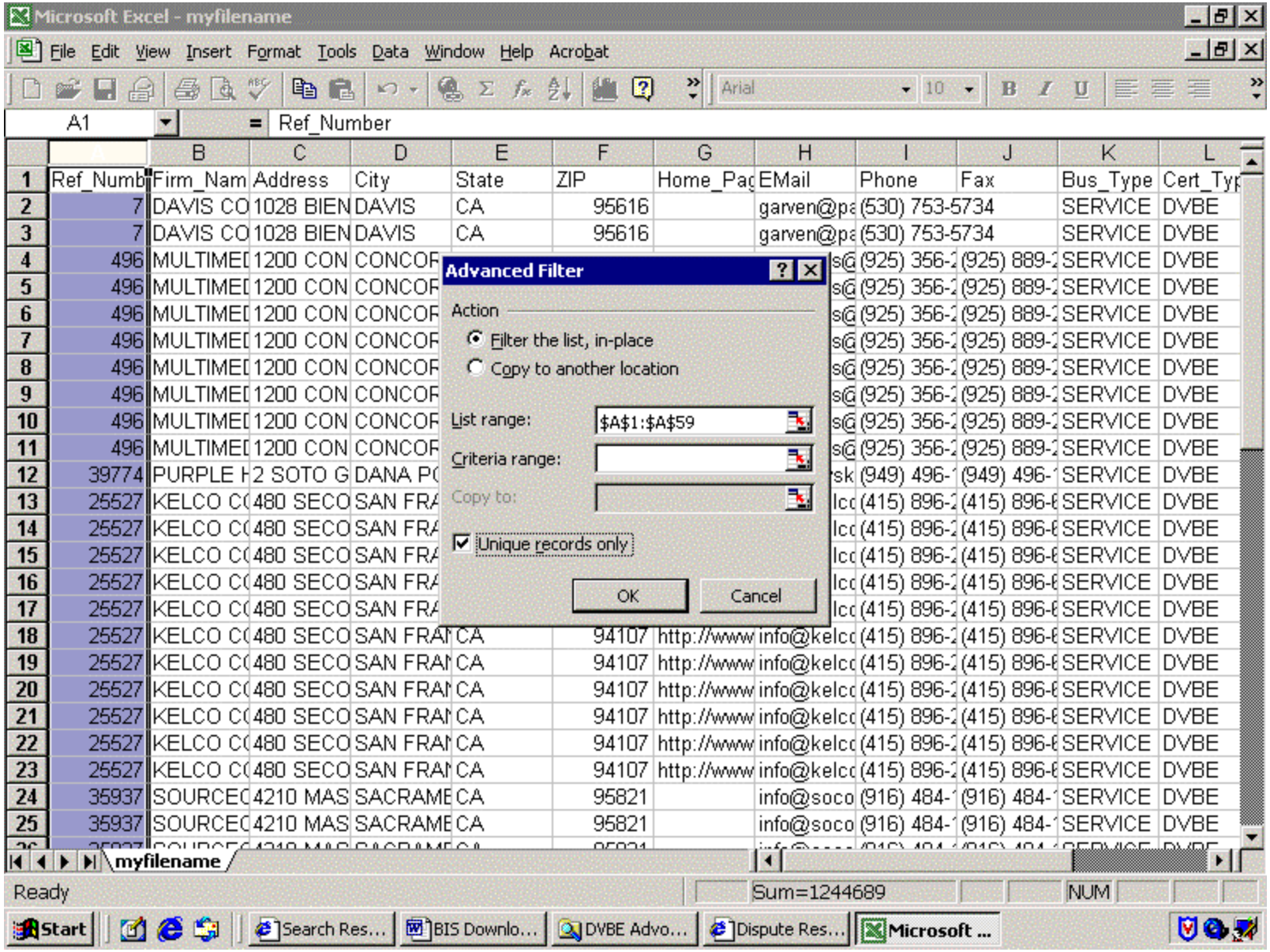

When this prompt comes up, select "Unique records only".

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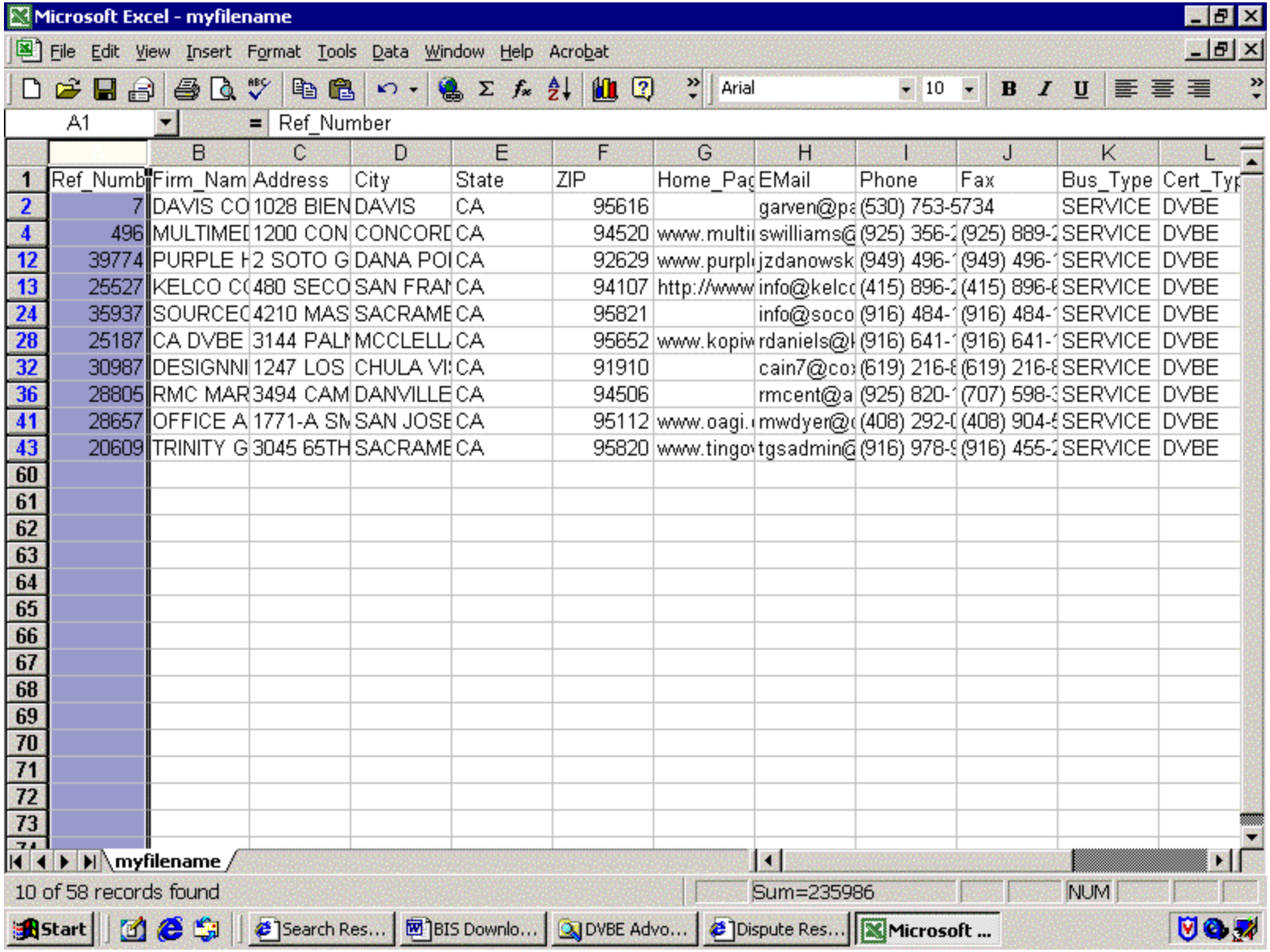

Your data is now filtered. You can copy and paste the email addresses for an eblast.